

OFFICE OF AUDITOR OF STATE

STATE OF IOWA

David A. Vaudt, CPA Auditor of State

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NEWS RELEAS	: н

		Contact: Andy Nielsen
FOR RELEASE	July 2, 2003	515/281-5515

Auditor of State David A. Vaudt today released an audit report on the Crawford County Fair Association.

The Association had total receipts of \$524,521 during the year ended September 30, 2002, which included a \$215,000 community attraction and tourism grant, an allocation of \$85,000 from Crawford County, hotel/motel tax of \$49,313 from the City of Denison and state aid of \$10,192. Other financing sources included loan proceeds of \$327,900.

Disbursements totaled \$865,433 for the year ended September 30, 2002, and included \$638,167 for capital improvements, \$90,954 for loan principal repayments and \$8,891 for interest paid on loans.

This report contains recommendations to the Association. For example, Vaudt recommended that all disbursements be supported by detailed, itemized documentation which include the purpose of the disbursement. A person who does not otherwise participate in the preparation of checks should review the disbursements for propriety. Vaudt also recommended that minutes be kept for all meetings and the minutes record should include a complete list of bills submitted for payment and monthly reports prepared and approved. The Association has responded to each item in the report and stated that corrective action is being taken.

A copy of the audit report is available for review in the Office of Auditor of State and the Crawford County Fair Association.

CRAWFORD COUNTY FAIR ASSOCIATION

INDEPENDENT AUDITOR'S REPORTS FINANCIAL STATEMENTS SCHEDULE OF FINDINGS

SEPTEMBER 30, 2002

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Officials

<u>Name</u> <u>Title</u>

(Before November 2001)

Cheryl Thomsen President

Kevin Schurke Vice President

Dean Henningsen Secretary

Corrine Kinney-Mehaffy Treasurer

Dan MuffDirectorJeff SievertsenDirectorDean WordekemperDirectorKellie LemonDirectorP.J. PedersenDirectorMichele ErtzDirector

Pat Fleshner Administrative Assistant

(After November 2001)

Cheryl Thomsen, Resigned Sep 2002 President

Corrine Kinney-Mehaffy, Resigned Dec 2002 Vice President

Michele Ertz Treasurer

Dan MuffDirectorJeff SievertsenDirectorDean WordekemperDirectorKellie LemonDirectorP.J. Pedersen, Resigned Jul 2002DirectorPatrick WilliamsDirectorDale Van Tersch, Elected Feb 2002Director

Resigned Apr 2002

Pat Fleshner, Resigned Apr 2002 Administrative Assistant Shelly Aldag, Resigned Sep 2002 Administrative Assistant Melissa Kaub Administrative Assistant





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<u>Independent Auditor's Report</u>

To the Officials of the Crawford County Fair Association:

We have audited the accompanying financial statements, listed as exhibits in the table of contents of this report, of the Crawford County Fair Association as of and for the year ended September 30, 2002. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, these financial statements are prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

In our opinion, the aforementioned financial statements present fairly, in all material respects, the results of the cash transactions of the Crawford County Fair Association as of and for the year ended September 30, 2002, and its indebtedness at September 30, 2002, on the basis of accounting described in Note 1.

In accordance with <u>Government Auditing Standards</u>, we have also issued a report dated January 23, 2003, except for Notes 6 and 7 to the financial statements, as to which the date is February 19, 2003, on our consideration of the Crawford County Fair Association's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> and should be read in conjunction with this report in considering the results of our audit.

DAVID A. VAUDT, CPA Auditor of State WARREN G. JENKINS, CPA Chief Deputy Auditor of State

January 23, 2003, except for Notes 6 and 7 to the Financial Statements, as to which the date is February 19, 2003





Statement of Cash Transactions

Year ended September 30, 2002

	Operating	Grandstand	
	Fund	Project Fund	Total
Receipts:			
County allocation	\$ 45,000	40,000	85,000
Stockcar race admissions	18,920	_	18,920
State allocation	10,192	_	10,192
Community attraction and tourism grant	-	215,000	215,000
Hotel/motel tax	_	49,313	49,313
Western Iowa Expo rental	7,372	_	7,372
Pop sales	1,791	_	1,791
Winter storage and grounds rental	6,902	_	6,902
Carnival sales and grandstand events	17,476	1,583	19,059
Parking fees, booth and table rental	7,095	_	7,095
Junior and open entry fees	4,235	_	4,235
Raffle sales	-	8,160	8,160
Donations	4,197	33,250	37,447
Fair book advertising sales	9,085	_	9,085
Sale of equipment	_	25,000	25,000
Insurance claim proceeds	-	13,725	13,725
Miscellaneous	6,180	45	6,225
Total receipts	138,445	386,076	524,521
Disbursements:			
Salaries and benefits	23,884	-	23,884
Insurance	12,538	-	12,538
Utilities	8,411	-	8,411
Pop for machines	251	-	251
Trophies and ribbons	4,200	=	4,200
Capital improvements	5,593	632,574	638,167
Raffle costs	-	4,750	4,750
Advertising and promotion	5,061	-	5,061
Repair	7,438	-	7,438
Fair expenses	45,137	-	45,137
Legal and accounting expenses	6,033	-	6,033
Office supplies	2,600	_	2,600
Judges	3,058	-	3,058
Loan repayments:			
Principal redeemed	5,296	85,658	90,954
Interest paid	4,307	4,584	8,891
Miscellaneous	3,851	209	4,060
Total disbursements	137,658	727,775	865,433

Statement of Cash Transactions

Year ended September 30, 2002

	Or	erating	Grandstand	
		Fund	Project Fund	Total
Excess (deficiency) of receipts over (under)		787	(341,699)	(340,912)
			(0.12,000)	(0.0,000)
Other financing sources (uses):				
Loan proceeds		-	327,900	327,900
Operating transfers in		-	14,498	14,498
Operating transfers out		(14,498)	-	(14,498)
Total other financing sources (uses)		(14,498)	342,398	327,900
Excess (deficiency) of receipts and other financing sources over (under) disbursements				
and other financing uses		(13,711)	699	(13,012)
Balance beginning of year		19,242	-	19,242
Balance end of year	\$	5,531	699	6,230

See notes to financial statements.

Statement of Indebtedness

Year ended September 30, 2002

Obligation	Date of Issue	Interest Rates	Amount Originally Issued
Installment notes:			
General purpose	Mar 1, 2000 and Dec 12, 2001	9.00 and 8.00%	\$ 104,200
Grandstand project	Dec 21, 2001	8.00	15,000
Grandstand project	Feb 20, 2002	7.00	162,000
Total			
Promissory note: Grandstand project	May 13, 2002	7.75%	\$ 150,900

See notes to financial statements.

	Balance	Issued	Redeemed	Balance	
]	Beginning	During	During	End of	Interest
	of Year	Year	Year	Year	Paid
	49,644	-	5,296	44,348	4,307
	-	15,000	15,000	-	187
	-	162,000	70,658	91,342	3,131
\$	49,644	177,000	90,954	135,690	7,625
		_			
	-	150,900	-	150,900	1,267

Notes to Financial Statements

September 30, 2002

(1) Summary of Significant Accounting Policies

The Crawford County Fair Association was formed in 1947 pursuant to the provisions of Chapter 504A of the Code of Iowa.

The Association is to hold an annual fair in Crawford County, Iowa, to further interest in agriculture and to encourage the improvement of agricultural products, livestock, articles of domestic industry, implements, and other mechanical devices. The Association is to offer and award such premiums as will induce general competition and is to operate, manage and control the Crawford County Fairgrounds and improvements.

A. Fund Accounting

The accounts of the Association are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its receipts, disbursements and fund balances. The various funds and their designated purpose are as follows:

Operating Fund – This is the general operating fund of the Association. All receipts that are not related to construction of the grandstand/event center project are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs that are not paid through the other fund.

<u>Grandstand Project Fund</u> – This fund is utilized to account for all resources used in the acquisition and construction of the grandstand.

B. <u>Basis of Accounting</u>

The Crawford County Fair Association maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the Association are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present the financial position and results of operations of the Association in accordance with U.S. generally accepted accounting principles.

(2) Risk Management

The Crawford County Fair Association is exposed to various risks of loss related to torts: theft, damage to and destruction of assets: errors and omissions: injuries to employees: and natural disasters. These risks are covered by the purchase of commercial insurance. Settled claims from these risks did not exceed commercial insurance coverage in the past three fiscal years.

(3) Certificates of Interest

The Association issues Certificates of Interest to anyone seeking membership that is a resident of Crawford County or owner or operator of land in the County. The Certificates are issued for \$50. A member can receive voting rights for the non-refundable sum of \$1 payable at anytime after being a Certificate of Interest holder. At September 30, 2002, the Association had outstanding Certificates of \$16,150.

(4) Western Iowa Expo

The Association entered into a 99 year lease with Western Iowa Expo in September 1990. The Association agreed to lease the exposition building to the Expo for the sum of one dollar per year payable on January 1 of each year. The Association further agreed to lease the adjoining buildings, their contents, any stalls or other pens, and any fixtures or other items which may be attached to the building to the Expo for a like term of 99 years. The rental amount on the additional building is renegotiated every three years.

(5) Racetrack Lease

The Association entered into a five year lease with Mellinger, Inc. in March 2001. The Association agreed to lease the track and infield area, the grandstand, the north restrooms, the parking area, and the front portion of the fair office to Mellinger, Inc. for the purpose of presenting racing and other motor sports events as agreed by both parties. The rental amount is \$900 per event for the first event of the week, and \$500 for a second event within the week, payable within seven days of the event. In addition to the rental, the Association will receive \$125 per paid event as reimbursement for electric utility service.

(6) Long-Term Debt and Subsequent Events

Installment Notes

On March 1, 2000, the Association restructured its installment notes. The Association received an additional advance of \$33,233, bringing the total owed to \$104,200. The terms of the new agreement extended the maturity date to March 15, 2001 and increased the interest rate to 9% per annum. Later, the maturity date was extended to December 1, 2001. On December 12, 2001, the Association refinanced the installment note. The note bears interest at 8% per annum with \$25,000 due on December 1, 2002 and the final payment due on December 1, 2003. The balance of the loan at September 30, 2002 was \$44,348.

On February 18, 2003, the Association signed a promissory note for \$42,275, refinancing the installment note. The note bears interest at 7% per annum with principal due on March 1, 2005. In addition, an addendum to the note states that revenues received from lease payments for races will be applied to repayment of the loan.

On February 20, 2002, the Association signed an installment note for \$162,000. The note bears interest at 7% per annum with the principal due on December 31, 2004. The balance of the loan at September 30, 2002 was \$91,342.

On February 18, 2003, the Association signed a promissory note for \$56,224 to refinance the installment note. The note bears interest at 7% per annum with principal due on March 1, 2005. In addition, an addendum to the note states that revenues received by the Association from various sources will be applied to repayment of the loan.

Promissory Notes

On May 13, 2002, the Association entered into a promissory note agreement for \$150,900. The note bears interest at 7.75% per annum with the principal due on December 31, 2007. The balance of the loan at September 30, 2002 was \$150,900. This loan has been guaranteed by the City of Denison.

On February 18, 2003 the Association signed a promissory note for \$240,000. The note bears interest at 6.75% per annum with principal due on March 1, 2008. An addendum to the note states that revenues received from the Association from various sources will be applied to repayment of the loan after repayment of the \$56,224 loan.

Debt Limitation

The Association's by-laws state that the total indebtedness should not at any one time exceed \$75,000. At September 30, 2002, the total indebtedness of the Association was \$286,590. At a special meeting on December 17, 2002, the debt limitation was increased to \$495,000, by a vote of the members of the Association.

(7) Litigation and Subsequent

The Crawford County Fair Association is subject to pending litigation seeking a judgment of \$138,000 for claimed profit lost by a vendor on a cancelled contract. On February 19, 2003, the Fair Association settled this suit by paying \$30,000 to the vendor.

(8) Financial Condition

At September 30, 2002, the Association had unpaid bills totaling approximately \$111,000 related to the grandstand center project, including finance charges of \$755. The cash balance at September 30, 2002 in the Grandstand Project Fund was \$699.

(9) Related Party Transactions

The Association had business transactions between the Association and Association officials totaling \$14,155 during the year ended September 30, 2002.



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<u>Independent Auditor's Report on Compliance</u> and on Internal Control over Financial Reporting

To the Officials of the Crawford County Fair Association:

We have audited the financial statements of the Crawford County Fair Association as of and for the year ended September 30, 2002, and have issued our report thereon dated January 23, 2003, except for Notes 6 and 7 to the financial statements, as to which the date is February 19, 2003. Our report expressed an unqualified opinion on the financial statements which were prepared in conformity with an other comprehensive basis of accounting. We conducted our audit in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Crawford County Fair Association's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of non-compliance that are described in the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about the Association's operations for the year ended September 30, 2002 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the Association. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Crawford County Fair Association's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Crawford County Fair Association's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statement. Reportable conditions are described in the accompanying Schedule of Findings.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we believe items (A) and (B) are material weaknesses. The prior year reportable conditions have not been resolved and are repeated as items (A) and (B).

This report, a public record by law, is intended solely for the information and use of the members and customers of the Crawford County Fair Association and other parties to whom the Association may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Crawford County Fair Association during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

DAVID A. VAUDT, CPA Auditor of State WARREN G. JENKINS, CPA Chief Deputy Auditor of State

January 23, 2003, except for Notes 6 and 7 to the Financial Statements, as to which the date is February 19, 2003.

Schedule of Findings

Year ended September 30, 2002

Findings Related to the Financial Statement:

INSTANCES OF NONCOMPLIANCE:

No matters were noted.

REPORTABLE CONDITION:

(A) Segregation of Duties – During our review of internal control, the existing control activities are evaluated in order to determine that incompatible duties, from a control standpoint, are not performed by the same employee. This segregation of duties helps to prevent losses from employee error or dishonesty and therefore maximizes the accuracy of the Association's financial statement. One individual has control over collecting, depositing, journalizing and posting of receipts and disbursement posting and check preparation.

<u>Recommendation</u> – We realize that with a limited number of office employees, segregation of duties is difficult. However, the Association should review the operating procedures of the office to obtain the maximum internal control possible under the circumstances. The Association should utilize current personnel to provide additional control through review of financial transactions, reconciliations and reports.

<u>Response</u> – The minutes of each monthly meeting is reviewed at the following month's meeting. Each present Board member is given a copy of the reconciliation report and the financial statement for review. If any discrepancies are found, they are addressed and corrected accordingly.

Conclusion - Response accepted.

(B) Grandstand Receipts – Cash of \$4,740 was withdrawn from the bank to be used for change funds for grandstand events. An additional \$1,864 cash was withdrawn from the bank to be used as prize money. Two deposits of grandstand receipts included approximately \$13,000 in cash. Tickets were issued for grandstand events, but the deposits were not reconciled to the number of tickets sold.

<u>Recommendation</u> – Control over cash should be strengthened by establishing procedures for handling all cash. Custody should be specified and records of the custody maintained. Procedures should be established to reconcile tickets sold to collections. The Directors should review the reconciliation and monitor variances.

<u>Response</u> – In the future, a record will be kept for events of how many tickets are sold and following the close of sales the dollar amounts will be reconciled against the dollar amounts of tickets sold. Dual control will be implemented.

Conclusion - Response accepted.

(C) Receipts - Receipts were not issued for collections for the Grandstand Project Fund.

Schedule of Findings

Year ended September 30, 2002

<u>Recommendation</u> – Prenumbered receipts should be issued at the time of collection to provide additional control over the proper collection and recording of all money.

Response - In the future a receipt system will be implemented and followed.

<u>Conclusion</u> – Response accepted.

(D) <u>Disbursements</u> – Certain invoices were not supported by detailed itemized documentation, including the purpose of the disbursement. The Association requires two signatures for a check to be issued. However, several checks from the Grandstand Project Fund only contained one signature.

<u>Recommendation</u> – All disbursements should be supported by detailed itemized documentation, including the purpose of the disbursement. A person who does not otherwise participate in the preparation of checks should review the disbursements for propriety.

<u>Response</u> – All checks issued for payment will be attached to the itemized bill. The Board Member most knowledgeable in the matter of the bill will review the contents for correctness before adding the second signature.

Conclusion - Response accepted.

Other Findings Related to the Statutory Reporting:

(1) Official Depositories – A resolution naming official depositories has not been adopted by the Association Board. Certain Association deposits during the year ended September 30, 2002 were not covered by federal depository insurance.

<u>Recommendation</u> – A resolution in amounts sufficient to cover anticipated balances at all approved depositories should be adopted by the Association Board.

Response – A depository resolution was approved at the May 12, 2003 meeting.

Conclusion - Response accepted.

(2) <u>Questionable Disbursement</u> – The following disbursement may not meet the requirements of public purpose as defined in a Attorney General's opinion dated April 25, 1979 since the public benefits to be derived have not been clearly documented.

Paid to	Purpose	Amount
Crimmins Cattle Co.	Alcoholic beverages, including sales tax and gratu	\$ 101

According to the opinion, it is possible for such disbursements to meet the test of serving a public purpose under certain circumstances, although such items will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and an improper purpose is very thin.

Schedule of Findings

Year ended September 30, 2002

Recommendation – The Association Board should determine and document the public purpose served by this disbursement before authorizing any further payments. If this practice is continued, the Association Board should establish written policies and procedures, including the requirement for proper documentation.

<u>Response</u> – The matter of the Association paying for alcoholic beverages for Board members will be addressed at the June regular monthly meeting. A written policy and reimbursement procedure will be implemented.

<u>Conclusion</u> - Response accepted.

(3) <u>Minutes</u> – The Association minutes stated that bills were approved. However, a complete list of approved bills from each meeting was not available.

There was no evidence of which monthly financial reports detailing receipts, disbursements and fund balances were provided to the Association Board.

The Association minutes did not reflect whether the Association Board accepted bids and contracted for the work and material associated with the grandstand project. Seeking competitive bids, publicly invited and opened, for large projects is a good business practice.

The June 10, 2002 minutes referred to a special meeting held May 24, 2002. There were no minutes in the minute book for a meeting for that date.

<u>Recommendation</u> – The Association should ensure that complete lists of bills approved for payment are available and included in the minutes record.

Monthly financial reports should be prepared and submitted to the Association Board for its review and approval. All reports should be maintained on file with documented Association Board approval.

Future projects should be competitively bid, publicly invited and opened, approved by the Association Board and documented in the minutes. The progress billings should be reviewed and compared to the contract to monitor the progress of the project.

Minutes of all meetings should be included in the minutes record.

<u>Response</u> – A monthly list of outstanding bills will be placed in each month's folder. All bills to be paid will be noted in the monthly minutes.

Future projects will be bid and approved by the Board.

All monthly and special meeting minutes will be placed in a binder and will serve as the official record.

<u>Conclusion</u> – Response acknowledged. Monthly financial reports should also be prepared and submitted to the Association Board for its review and approval. All reports should be maintained on file with documented Association Board approval.

Schedule of Findings

Year ended September 30, 2002

- (4) Debt Limitation The Association's by-laws stated that the total indebtedness should not at any one time exceed the amount of \$75,000. A motion to increase the total indebtedness to \$350,000 was proposed at the Association's annual meeting in November 2001. Article VIII of the restated articles of incorporation, dated November 29, 1989, state that the By-laws of the Corporation may be altered, amended, or repealed by a majority vote of the members of the Corporation at any annual or special meeting called for that purpose by giving notice of such proposed alteration, amendment, or repeal under the same requirements as provided for a meeting of the members. There is no evidence that the proper written notice was given related to the special purpose of the meeting. The minutes did not include documentation of whether the members of the Association or only the Board of Directors voted on the motion or whether a quorum of the Association was present. Legal counsel was consulted in November 2002, and the debt limit was properly increased to \$495,000 at the December 17, 2002 meeting.
- (5) <u>Business Transactions</u> The following business transactions between the Association and Association officials were noted:

Name, Title and	Transaction		
Business Connection Description		A	mount
Jeff Sievertsen, Board Member,	Labor to remove grandstand	\$	6,825
Jeff Sievertsen Trucking and	Use of side dump truck		4,230
Sieversen Agri-Construction	Rock, sand and lime		1,750
	Home cell phone for 1 year		800
	Booths at Wal-Mart		300
	Labor to tear down box seat framework		250

<u>Recommendation</u> – These transactions may represent a conflict of interest. The Association should consult legal counsel to determine the disposition of this matter.

<u>Response</u> – It is the Board's decision to purchase both products and services from the company or individual who can complete the highest quality job with the least amount of expense possible.

<u>Conclusion</u> – Response acknowledged. The Association should consult legal counsel to determine the disposition of the matter.

(6) <u>Financial Condition</u> – At September 30, 2002, the Association had unpaid bills of approximately \$111,000 related to the grandstand project, including finance charges of \$755. The cash balance at September 20, 2002 in the Grandstand Project Fund was \$699.

<u>Recommendation</u> – The Association should investigate alternatives to return the Fair Association to a sound financial condition.

<u>Response</u> – At present, the Board is exploring different avenues to generate income for the Association.

Conclusion – Response accepted.

Staff

This audit was performed by:

Pamela J. Bormann, CPA, Manager Nicholas A. Freymann, CGFM, Senior Auditor

> Andrew E. Nielsen, CPA Deputy Auditor of State